

THE BOARD OF DIRECTORS

Policy Adoption, Manuals and Administrative Procedures

Policy Adoption

Proposed new policies and proposed changes in existing policies will be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the District, the final vote for adoption will take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the Board secretary prior to the second reading. The Board may invite oral statements from staff or community members as an order of business.

When the Board of Directors is considering a District policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of pre-kindergarten through age twenty-one students in public schools or will promote the effective, efficient or safe management and operation of the District, the proposed policy will be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The Board of Directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the District. No further action is required. All new or amended policies will become effective upon adoption; unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the District's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the Board.

Administration in the Absence of Policy or Procedure

The superintendent and other staff to whom administrative or supervisory authority has been delegated will be authorized to use their best judgment in the absence of a specific

policy or procedure, provided that such action will not be in conflict with the general aims and objectives of the District or with any local, state, or national ordinances, statutes, regulations, or directives. In the event there is doubt as to the appropriate course of action or if it is apparent that the consequences could be serious, the staff member shall contact the superintendent or other administrator for appropriate assistance.

Whenever action in the absence of specific policy has been taken by a staff member that creates a potential for controversy or a potential for the incurring of District financial obligation, or where the situation is likely to recur frequently, then such action will be brought to the attention of the Board at its next regular meeting. In situations where a reasonable person could determine that the above actions taken by a staff member should be brought to the immediate attention of the Board, the superintendent will be notified and he/she will immediately consult with the Board president as to the advisability of calling a special Board meeting to review the staff member's action.

Policy Manuals

The superintendent will develop and maintain a current policy manual which contains the policies of the District.

The manual is intended both as a tool for District management, as well as a source of information to community members, staff, and others about how the District operates. A manual shall be available in the Superintendent's Office. Copies of the policies, procedures, and forms contained in the policy manual shall also be available on the District's website for the ready access and use by staff, students, and community members.

Administrative Procedures

The superintendent will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the superintendent will submit it to the Board as an information item. Such procedures need not be approved by the Board, though the Board may request a revision when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the

Board prior to their issuance; however, on controversial topics, the superintendent may request prior Board consultation.

Legal References:

RCW 28A.320.010 Corporate powers
RCW 28A.320.040 Bylaws for board and school government
RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings —Notice
Secret voting prohibited

Classification: Priority

Adoption Date: April 10, 1985
Revised: October 11, 1995
Revised: May 23, 2001
Revised: October 22, 2014